

To maintain an Electronic Training Jacket to assess individual training requirements and readiness, manage Navy and Marine Corps formal, general military and technical training, qualifications, certifications and licenses, and create short and long term training action plans for individuals. Contains master task lists, tests and evaluation modules.

To allow for the evaluation/assessment of assigned personnel training requirements and readiness, automates unit training readiness assessments, and a determination of unit readiness percentage at the unit level.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices also apply to this system.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Electronic storage media.

**RETRIEVABILITY:**

Name and Social Security Number.

**SAFEGUARDS:**

Access to the application is controlled by Common Access Card (CAC), Public Key Enabled for Server Side Certificate Based Authentication, using DOD PKI Server Certificates and Secure Sockets Layer (SSL) Session Encryption. Once authenticated into ASM, access to a specific database is controlled by unique user ID and password. ASM Database servers are maintained in limited access areas accessible only to authorized personnel with the appropriate level of clearance, and who are properly trained. Physical access to server rooms and buildings are controlled by approved locks. Server and database administration will be restricted to approved personnel, utilizing role-based administration of users, groups and security permissions.

**RETENTION AND DISPOSAL:**

Records are destroyed one year after discontinued service.

**SYSTEM MANAGER(S) AND ADDRESS:**

Commanding Officer, Naval Undersea Warfare Center, 610 Dowell Street, Keyport, WA 98345-5000.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should write to the Commanding Officer, Naval Undersea Warfare Center, 610 Dowell Street, Keyport, WA 98345-5000.

Requests should include full name, Social Security Number (SSN), and must be signed by the requesting individual.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should contact the Commanding Officer, Naval Undersea Warfare Center, 610 Dowell Street, Keyport, WA 98345-5000.

Requests should include full name, Social Security Number (SSN), and must be signed by the requesting individual.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual; Training Jackets; Navy Training Management and Planning System (NTMPS); Enlisted Distribution Verification Report; Naval Aviation Logistics Command Maintenance Information System (NALCOMIS); Reserve Unit Assignment Document (RUAD); and Alpha Rosters.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**BILLING CODE 5001-06-P**

**DEPARTMENT OF DEFENSE**

**Department of the Navy**

**[Docket ID USN-2008-0058]**

**Privacy Act of 1974; System of Records**

**AGENCY:** U.S. Marine Corps, DoD.

**ACTION:** Notice to Add a System of Records.

**SUMMARY:** The U.S. Marine Corps is proposing to add a new system of records notice to its existing inventory of records systems subject to the Privacy

Act of 1974, (5 U.S.C. 552a), as amended.

**DATES:** This proposed action will be effective without further notice on December 12, 2008 unless comments are received which result in a contrary determination.

**ADDRESSES:** Send comments to Headquarters, U.S. Marine Corps, FOIA/PA Section (ARSF), 2 Navy Annex, Room 3134, Washington, DC 20380-1775.

**FOR FURTHER INFORMATION CONTACT:** Ms. Tracy Ross at (703) 614-4008.

**SUPPLEMENTARY INFORMATION:** The U.S. Marine Corps system of records notices subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the address above.

The proposed system report, as required by 5 U.S.C. 552a, of the Privacy Act of 1974, as amended, was submitted on October 30, 2008, to the House Committee on Oversight and Government Reform, the Senate Committee on Homeland Security and Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, 'Federal Agency Responsibilities for Maintaining Records About Individuals,' dated February 8, 1996 (February 20, 1996, 61 FR 6427).

Dated: November 3, 2008.

**Morgan E. Frazier,**

*Alternate OSD Federal Register Liaison Officer, Department of Defense.*

**M01754-5**

**SYSTEM NAME:**

Marine Corps Family Readiness Mass Communication Records.

**SYSTEM LOCATION:**

Primary location: The Marine Corps Community Services (MCCS) contractor secured site—3n Global, Incorporated, 505 N. Brand Boulevard, Suite 700, Glendale, CA 91203.

Secondary locations: Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Marine Corps Community Services, 3280 Russell Road, MCB Quantico, VA 22134-5009, and Marine Corps Community Services (MCCS) offices located at Marine Corps installations. Official MCCS offices mailing addresses are published on the MCCS Web site at <http://www.usmc-mccs.org/downloads/mccsdir.pdf>.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Active Duty and Reserve military officer and enlisted personnel assigned

to Marine Corps units/activities, dependents, and other individuals designated as personal contacts.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Names, home addresses, work addresses, contact telephone numbers, contact e-mail addresses, relationship information, and the last four digits of the military members' Social Security Number (SSN).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 5013; Secretary of the Navy; 10 U.S.C. 5041, Headquarters, U.S. Marine Corps; MCO 1754.6A and NAVMC 1754.6A, Marine Corps Family Team Building; and E.O. 9397 (SSN).

**PURPOSE(S):**

To effect clear and direct communication between Marine Corps family readiness officers and military members, their family members, and other individuals designated by the military member, in order to ensure family preparedness and readiness before, during, and after a military member's deployment and related absence from the family. Note that this tool will not be used to communicate casualty notification or assistance information.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Paper records and electronic storage media.

**RETRIEVABILITY:**

Name and last four digits of the military member's SSN or the name and relationship for individuals other than military members.

**SAFEGUARDS:**

Password controlled system, file, and element access based on predefined need-to-know basis. Computer facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and

computer printouts are available only to authorized personnel having a need-to-know. Data is encrypted while at rest and during transmission.

Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening, or visitor registers.

**RETENTION AND DISPOSAL:**

Per SECNAV M-5210.1, disposition for these records is unauthorized. Records will not be destroyed until a disposition is approved.

**SYSTEM MANAGER(S) AND ADDRESS:**

Policy Manager: Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Marine Corps Community Services, 3280 Russell Road, MCB Quantico, VA 22134-5009.

Secondary Managers: Directors of Marine Corps Community Services (MCCS) offices. Official mailing addresses are published on the MCCS Web site at <http://www.usmc-mccs.org/downloads/mccsdir.pdf>.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the MCCS office servicing the activity where the Marine is currently stationed. Official mailing addresses are published on the MCCS Web site at <http://www.usmc-mccs.org/downloads/mccsdir.pdf>.

The written inquiry should include the individual's full name, the last four digits of their Social Security Number (SSN), and written signature.

**RECORD ACCESS PROCEDURE:**

Individuals seeking to access information about themselves contained in this system should address written inquiries to the MCCS office servicing the activity where the Marine is currently stationed. Official mailing addresses are published on the MCCS Web site at <http://www.usmc-mccs.org/downloads/mccsdir.pdf>.

The written inquiry should include the individual's full name, the last four digits of their Social Security Number (SSN), and written signature.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individuals, military personnel record files, and/or the Marine Corps Total Force System database.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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BILLING CODE 5001-06-P

**DEPARTMENT OF EDUCATION****Notice of Proposed Information Collection Requests**

**AGENCY:** Department of Education.

**SUMMARY:** The IC Clearance Official, Regulatory Information Management Services, Office of Management, invites comments on the proposed information collection requests as required by the Paperwork Reduction Act of 1995.

**DATES:** Interested persons are invited to submit comments on or before January 12, 2009.

**SUPPLEMENTARY INFORMATION:** Section 3506 of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35) requires that the Office of Management and Budget (OMB) provide interested Federal agencies and the public an early opportunity to comment on information collection requests. OMB may amend or waive the requirement for public consultation to the extent that public participation in the approval process would defeat the purpose of the information collection, violate State or Federal law, or substantially interfere with any agency's ability to perform its statutory obligations. The IC Clearance Official, Regulatory Information Management Services, Office of Management, publishes that notice containing proposed information collection requests prior to submission of these requests to OMB. Each proposed information collection, grouped by office, contains the following: (1) Type of review requested, e.g. new, revision, extension, existing or reinstatement; (2) Title; (3) Summary of the collection; (4) Description of the need for, and proposed use of, the information; (5) Respondents and frequency of collection; and (6) Reporting and/or Recordkeeping burden. OMB invites public comment.

*The Department of Education is especially interested in public comment addressing the following issues:* (1) Is this collection necessary to the proper functions of the Department; (2) will this information be processed and used in a timely manner; (3) is the estimate of burden accurate; (4) how might the Department enhance the quality, utility,